

## IMPORTANT CLIENT NOTICE—PLEASE READ

### CHANGES TO WORKING CONNECTIONS CHILD CARE (WCCC) IN-HOME/RELATIVE BILLING AND PAYMENT

Our records show you use an in-home/relative provider. On **December 1, 2005** the following billing and payment changes for this provider will happen:

- **The invoice will be mailed directly to your provider.**
- You and the provider figure out the correct number of hours to bill.
- Your provider bills the correct number of hours by using Invoice Express **or** by mailing the completed invoice.
- **Payment will be mailed directly to your provider.** (This payment does not include your copayment. You are still responsible to pay your copayment to your provider.)
- If care is provided prior to December 1, 2005 but not authorized until after that date, payment will be made directly to the provider as described above.

Because of this new change, it is very important for us to have your in-home/relative provider's correct name, address and telephone number. We are sending a letter to your provider asking for this information.

If you plan to change providers, contact your child care office immediately; especially if you plan to use a different in-home/relative provider. It takes extra time to complete the in-home/relative provider eligibility process, including new criminal background results.

If you have any questions about this notice please contact us at <http://www1.dshs.wa.gov/esa/dccel/contactdccel.shtml> or call your local child care office.

## FAASILASILAGA TAUA—FAAMOLEMOLE FAITAU

### SUIGA NEI MO LE POLOKALAMA O GALUEGA FESOOTA'I MA TAUSIGA O FANAU (WCCC) FAIGA O PILI MA LE AUALA E TOTOGIINA AI POLOKALAMA TAUSI-I-LE FALE/AIGA

O loo fa'aali mai i matou faamaumauga o loo e fa'aaogaina se tagata tausi poo se isi mai lou aiga. E amata ia **Tesema 1, 2005** o le a iai ni suiga i le totogiina o pili a nei tagata tausi.

- **O le a lafo sa'o atu i lau tagata tausi/provider le pepa e faailoa ai lau pili e totogi/invoice.**
- O oe ma lau tagata tausi/provider, e te lua faavasega ifo the numera sa'o o itula o lau pili e totogi.
- O lau tagata tausi na te faaogaina le Invoice Express pe lafo uma mai lau pili atoa o itula sao.
- **O le a meli sa'o lava le totogi o lau pili i lau tagata tausi/provider.** (O le pili lea e le o aofia ai le vaega tupe lea e totogi e oe/copayment. O le a e totogina lava le vaega masani/copayment lea e te totogi i lau tagata tausi/provider.)
- A faapea o galue lau tagata tausi i le taimi nei, ae e le'i oo ia Tesema 1, 2005 e fai ai nei suiga ma faamaonia/authorized ai ana pepa, o le totogi e alu sa'o ia te ia e pei ona faamatala atu muamua.

Ona o nei suiga fou, e taua ai lava ona maua mai le suafa sa'o, tuatusi, ma le numera telefoni a lau tagata tausi. O lo'o lafoina atu se tusi i lau tagata tausi e faatalosaina ai faamatalaga nei.

A faapea o le a sui lau tagata tausi, faafesoota'i vave mai le ofisa o tausiga o fanau/child care; ae maise pe a e fuafua e fa'aaoga se tagata fou. E manaomia se taimi tele e faagaoioi ai pepa e sui ai sau tagata tausi, e aafia ai le su'esu'eina pe o iai se talaaga o ni solitulafono.

A iai ni au fesili e faatatau i lenei faasilasilaga, faafesootai mai matou i le <http://www1.dshs.wa.gov/esa/dccel/contactdccel.shtml> pe telefoni le ofisa tausiga of fanau/child care o latalata ane.